

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>N1-412-07-45</b>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <b>1-11-2007</b>	
1. FROM (Agency or establishment) <b>U.S. Environmental Protection Agency</b>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked Adisposition not approved or Awithdrawn in column 10.	
2. MAJOR SUBDIVISION <b>Pesticides</b>			
3. MINOR SUBDIVISION <b>Headquarters</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>John B. Ellis</b>	5. TELEPHONE <b>202-566-1643</b>	DATE <b>1/11/07</b>	ARCHIVIST OF THE UNITED STATES <i>Allen G. ...</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,  is not required; is attached; or has been requested.			
DATE <b>1-9-07</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John B. Ellis</i>	TITLE Agency Records Officer	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

EPA 357 Pesticide Registration Maintenance Fee Records

N1-412-06-2

*8/15/07 copies sent to Agency, NWMD, NUNE, KUNWU, NR*

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

## EPA Records Schedule 357

**Status:** Development, 12/20/2006

**Title:** Pesticide Registration Maintenance Fee Records

**Program:** Pesticides

**Applicability:** Headquarters

**Function:** 108-025-06-01 - Ensure Safe Use of Pesticides

**NARA Disposal Authority:**

This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

**Description:**

Records consist of mailing receipts and telephone logs of conversations with registrants concerning maintenance fee billings and maintenance fee responses from companies, and related correspondence, if required.

**Disposition Instructions:**

**Item a:** Record copy - Certified mailing green card receipts

- Disposable
- Close inactive records at end of year. Destroy 50 years after file closure.

**Item b:** Record copy - Telephone logs

- Disposable
- Close inactive records at end of year. Destroy 50 years after file closure. If records are microformed or imaged, destroy paper after quality assurance is completed.

**Item c:** Fee response database

- Disposable
- Delete when no longer needed to track status of registration.

**Guidance:**

Specific legal citations include, but are not limited to:

- Federal Insecticide, Fungicide, and Rodenticide Act, as amended, Section 4(i)(5)

**Reasons for Disposition:**

The disposition instructions have been rewritten as media neutral to allow for maintaining the record copy in EPA's electronic recordkeeping system. The retention is unchanged.

The following disposition items were changed in the 12/20/2006 version:

Item b - Telephone logs - paper was changed to Record copy - Telephone logs.

Item c - Telephone logs - microfilm and images was combined with item b.

Item d - Fee response database was renumbered as item c.

Item e for electronic copies created with word processing and electronic mail applications deleted 08/18/2006 pursuant to NARA Bulletin 2006-04.

**Custodians:**

Office of Prevention, Pesticides, and Toxic Substances, Information Resources and Services Division,  
Information Services Branch

- **Contact:** Teresa Downs
- **Telephone:** 703-305-5363

**Related Schedules:**

**Previous NARA Disposal Authority:**

N1-412-95-2/11, N1-412-06-2

**Entry:** 11/21/1994

**EPA Approval:** Pending

**NARA Approval:** Pending